

INTERMEDIATE CARE FACILITY/ DEVELOPMENTALLY DISABLED NURSING

Title 22 Chapter 4.5

Amended Draft Regulations

Section 73874 Program Services – Attendant Training Program

Section 73874.1 Program Services – Orientation and In-Service Training

The following information is recopied from amended draft regulations (dhs memorandum dated 10/1/1991).

THE FOLLOWING INFORMATION IS RECOPIED FROM AMENDED DRAFT REGULATIONS (DHS MEMORANDUM DATED 10/1/1991). PAGE NUMBERS WERE ADDED FOR CLARITY.

AMENDED

73874. Program Services – Attendant Training Program.

(a) A training program shall be conducted by the Intermediate Care Facility/Developmentally Disabled – Nursing, or by an agency or public educational institution whose training meets the requirements of this Section. For the purpose of this Section, agency means private school, organization or individual that provides an attendant training program.

(b) The attendant training program shall be supervised and directed by a registered nurse or licensed vocational nurse.

(c) After successful completion of an attendant training program, an attendant shall receive a statement of completion from the course director that includes the number of hours completed, the date completed, the student's name, the signature of the instructor, and the name of the training institution.

(d) Registered nurses, licensed vocational nurses, licensed psychiatric technicians, dieticians, occupational therapists, physical therapists, physicians, social workers and other health professionals may conduct aspects of the training program appropriate to their disciplines.

(e) Application shall be made by the Intermediate Care Facility/Developmentally Disabled – Nursing, agency or public educational institution to the Department of Developmental Services for approval of the attendant training program.

(f) The attendant training program shall include:

1. One hundred (100) hours of clinical practice under the direct supervision of the instructor or a licensed nurse which shall include demonstrations of theory and health care skills. The student shall demonstrate each procedure under the immediate supervision of the instructor or a licensed nurse. During clinical practice, there shall be no more than five (5) students for each instructor at any time. Clinical practice shall take place in an Intermediate Care Facility/Developmentally Disabled – Nursing, and shall be conducted concurrently with classroom instructions.

2. Fifty (50) hours of classroom instruction which may be conducted in an Intermediate Care Facility/Developmentally Disabled – Nursing, or in an educational institution which shall include:

(A) Health care skills

1. Basic human anatomy and physiology
2. Prevention and transmission of disease and infection
3. Immediate and temporary health concerns including toothache, exposure to disease, injury and skin breaks.
4. Health enhancements
 - a. Nutrition
 - b. Personal hygiene and grooming
 - c. Prevention of illness
 - d. Services of a physical therapist, occupational therapist and speech therapist.
 - e. Communication needs including devices, signs, pre-speech and speech
5. Care of the incontinent patient
6. Skin Care

- a. Routine skin care
- b. Prevention of decubitus ulcers
- c. Perineal care
- (B) Developmental Disabilities
 - 1. Causes of Developmental Disabilities
 - 2. Normal growth and development
 - 3. Techniques of behavioral change and principles of intervention.
- (C) Developmental Programming
 - 1. The Interdisciplinary team process
 - 2. Training techniques
 - 3. Socialization and recreational skills
- (D) Record-keeping procedures
 - 1. Observation and documentation
 - 2. Evaluation and assessments
 - 3. Data collection modalities
 - 4. Data interpretation
 - 5. Legal aspects of record-keeping and confidentiality
- (E) Emergency interventions and services
 - 1. Cardiopulmonary resuscitation (CPR), relief from choking and first aid.
 - 2. Signs and symptoms of illness and appropriate actions.
 - 3. Accident prevention.
 - 4. Fire prevention, reporting and emergency procedures.
 - 5. Disaster preparedness.

(g) Upon completion of the training program, the facility shall provide the attendant with a statement of completion, and shall maintain a record of completion in the attendant personnel file.

(h) The training program for each attendant shall commence within three (3) months of employment at the facility and shall be completed no later than six (6) months from the date of employment.

(i) It shall be the responsibility of the facility to ensure that competency is achieved by the attendant in all areas specified in the training program.

(j) Documentation of credit given shall be maintained in the attendant's personnel file.

NOTE: Authority cited: Sections 208(a) and 1275.3, Health and Safety Code.
Reference: Sections 1275.3 and 1276, Health and Safety Code.

ADDED

73874.1 Program Services – Orientation and In-Service Training.

(a) A person who is, or is eligible to be a qualified mental retardation professional, a registered nurse, licensed vocational nurse or licensed psychiatric technician shall be designated responsible for coordinating staff development and education.

(b) All new staff shall be provided sixteen (16) hours of orientation by qualified mental retardation professional, a registered nurse, licensed vocational nurse or licensed psychiatric technician. These hours shall be completed and document within the first forty (40) hours of employment.

1. Prior to providing direct client care and during the first eight (8) hours of employment, each direct-care staff member shall be provided with the following:

- (A) A tour of the facility.
- (B) A description of the client population.
- (C) The client's daily schedule.
- (D) Instruction in the use and application of equipment and assistive devices.
- (E) Instruction in unusual occurrence and life saving procedures including emergency procedures for relief of choking.
- (F) Orientation to fire and disaster plans.
- (G) An introduction to client care and special needs of developmentally disabled persons.

2. The remaining eight (8) hours of orientation shall include:

- (A) Administrative structure of the facility.
- 1. Organization of staff.
- 2. Services offered.

3. The role of direct-care staff, including job descriptions, the team concept, attitudes and approaches to clients.
4. Personnel policies.
- (B) The facility's philosophy of client care.
- (C) Overall concepts of the facility's program to meet the needs of the clients, including normalization and interdisciplinary professional staff team concept.
- (D) Developmental growth and assessment.
- (E) Clients' activities of daily living.
- (F) Implementation of the individual service plan.
- (G) Clients' rights.
- (H) Nursing policies and procedures.
- (I) Legal and ethical considerations of health care.
- (J) The role of federal and state regulations in the provision of care by employees.

(c) The facility shall require that all direct-care staff receive at least three (3) hours per month, thirty-six (36) hours annually, of planned in-service education which shall be documented and shall include:

1. Program techniques specified to the facility's clients.
2. Developing program objectives for clients.
3. Evaluation and assessment techniques.
4. Documentation of a client's response to his/her program including observation, reporting and recording.
5. Special developmental needs of the facility's clients.
6. Sensory deprivation and stimulation.
7. Interpersonal relationship and communication skills between staff and clients.

8. Psychosocial aspects of developmental disabilities as related to the individual, family and community.
9. Confidentiality of client information.
10. Detection of signs of illness or dysfunction that warrant medical or nursing intervention.
11. Maintenance of healthy skin: prevention of skin breakdown, body positioning and range of motion.
12. Basic nursing and health related skills.
13. Bladder and bowel training and management.
14. Oral hygiene.
15. Nutritional needs of clients including special feeding techniques.
16. Behavior management.
17. Emergency intervention procedures for behavioral control.
18. Prevention and control of infection.
19. Fire and accident prevention and safety.
20. Disaster preparedness.
21. Clients rights as specified in Sections 4502 through 4507 of the Welfare and Institutions Code and Sections 50500 through 50550 of Title 17, California Code of Regulations.
22. The role and involvement of the parent, guardian, conservator or authorized representative, in the client's individual service plan.
23. Instruction in first aid and cardiopulmonary resuscitation to be taught by an instructor certified by the American Red Cross or the American Heart Association.
24. If any client has epilepsy, instruction in the causes and treatment of epilepsy, care of the client during and following an epileptic seizure, safety precautions and protective equipment.
25. Locating and using program reference materials.
26. The use and proper application of postural supports.

27. Caring for the dying client and understanding the grieving process.

(d) In addition to twenty-four (24) hours of in-service training the facility shall provide a ten (10) hour program in medication administration pursuant to Section 73877(f), either through a college system or through the facility medication training program, taught by the facility registered nurse and/or consultant pharmacist.

1. The medication training program shall include the following:

- (A) Use, action and side effects of drugs used in the facility.
- (B) General practices, procedures and techniques for administering oral, rectal, eye, ear, nose and topical medications.
- (C) Prescribers' verbal orders.
- (D) Automatic stop orders.
- (E) Medication storage and labeling.
- (F) Disposition of unused and outdated medications.
- (G) Requirements for documentation of the administration of medications and treatments.
- (H) Requirements for documentation and physician notification of medication errors.
- (I) Metric and apothecary dosages.
- (J) Commonly used abbreviations
- (K) Locating and using reference materials.

2. Successful completion of a college based or facility medication training program shall be documented in the employee's training record.

3. Prior to administration of medications by attendants, and annually thereafter, the facility registered nurse shall observe and certify the staff person's proficiency in handling.

administering and recording of medications given and shall document the proficiency in the staff person's training record.

(e) An attendant may perform a specific procedure for a specified client, subject to the following:

1. The procedure is specifically ordered by the attending physician.
2. Prior to performing the procedure, the attendant shall be trained by the facility registered nurse to perform the procedure and shall demonstrate proficiency in performing the procedure while under the immediate supervision of the registered nurse.
3. A signed written statement shall be prepared by the registered nurse which includes a certification of the attendant's competence to perform the procedure and which identifies the client for whom the certification is applicable. This certification shall be placed and maintained in the attendant's training record and a copy shall be placed in the client's record.
4. The certification is a procedure and client specific, and shall not be transferred between clients or facilities.
5. The registered nurse shall be responsible for the monitoring and staff implementation of the procedure. At least once every 3 months, the registered nurse shall observe and confirm the attendant's proficiency in performing the approved procedure and shall update the certification.
6. Training protocols for each procedure performed by an attendant shall be reviewed and approved as part of the facility program plan pursuant to 73859(a)(12).

(f) Attendants shall not insert or remove the following:

1. Nasogastric and gastrostomy tubes.
2. Tracheostomy appliances.
3. Indwelling catheters.
4. Any intravenous apparatus.

(g) Documentation of each planned in-service training session shall be maintained, including the name and title of the presenter, date of presentation, title of subject covered including description and content, duration of session and legible signatures of those in attendance.

NOTE: Authority cited: Sections 208(a) and 1275.3, Health and Safety Code.

Reference: Sections 1275.3 and 1276, Health and Safety Code; Sections 4502 through 4507, Welfare and Institutions Code; and Section 2728, Business and Professions Code.